



**Title:** CAC Mid-Year Assessment

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**Purpose:**

To frame a discussion at the August 5, 2020 Citizen Advisory Committee (CAC) meeting focused on:

1. Outlining the challenges of coordinating the CAC's work plan remotely during COVID-19
2. Identifying potential solutions to address COVID related challenges and maintain CAC engagement
3. Discussing the CAC agenda for the remainder of 2020

**Background:**

As part of the strategic realignment of the organization, the role and focus on the CAC has evolved over the years to be more engaging and fulfilling for committee members while more directly supporting the organization's strategic priorities. To ensure the continued flow of information between CAC, MCWD staff and Board of Managers, the CAC Executive Committee meets quarterly with the Board President and the District Administrator to (1) maintain a strategic perspective on the MCWD's goals and priorities; and 2) to provide feedback on how CAC members can best feel meaningfully engaged in MCWD's work.

At the most recent Executive Committee meeting on July 28th, discussion centered around the impacts of COVID-19 on the CAC's meetings, engagement, and 2020 work plan. These impacts include the challenges and opportunities of remote meetings, changes to CAC agenda topics, and broader adjustments to the organization's workflow.

To continue this fruitful conversation, the August 5th CAC meeting will feature a facilitated discussion with the broader committee on how the impacts of COVID-19 are impacting the group's work, engagement, and momentum, as well as to brainstorm opportunities to adapt to these circumstances.

The discussion will center on the following questions, based on the themes and insights that emerged from the CAC Executive Committee discussion:

1. How have CAC operations adapted to the challenges posed by COVID?
  - a. What is your assessment of this response and are there areas which can be improved?
2. How has COVID impacted committee member's ability to meaningfully engage in CAC discussion?
  - a. What is your feeling of engagement and what actions can be taken to keep members engaged in meeting discussions?
3. How can the overall engagement of the CAC be effectively maintained during this time of remote work?
  - a. What action steps should be considered moving forward to help maintain CAC effectiveness?

In advance of the August 5, 2020 meeting please review and come prepared to discuss the above listed questions.

**Summary:**

Feedback provided by the CAC will be discussed by staff and the Executive Committee and will help guide plans moving forward, including the agenda focus for the remainder of 2020.

**Supporting documents (list attachments):**

None